



Official Languages

in the Public Service
of Canada

Resolution adopted by Parliament in June, 1973

That this House

(i) aware that, as provided in the Official Languages Act, the English and French languages possess and enjoy equality of status and equal rights and privileges as to their use in all the institutions of the Parliament and Government of Canada; cognizant that it is the duty of departments and agencies of the Government of Canada to ensure, in accordance with that Act, that members of the public can obtain available services from and communicate with them in both official languages; while recognizing that public servants should, as a general proposition and subject to the requirements of the Official Languages Act respecting the provision of services to the public, be able to carry out their duties in the Public Service of Canada in the official language of their choice;

DO HEREBY RECOGNIZE AND APPROVE the following Principles for achieving the foregoing:

- (1) that positions which are seen, under present circumstances, as requiring the knowledge and use of both the French and English languages will be first identified, and then designated, as bilingual in the course of the period ending December 31, 1978;
- (2) that positions will also be identified where English is an essential requirement of the job, where French is essential, or whether either French or English may be used;
- (3) that a knowledge of English and French is one of the elements of merit in the selection of candidates for bilingual positions;
- (4) that competitions for bilingual positions will be open both to bilingual candidates and unilingual candidates who have formally indicated their willingness to become bilingual;
- (5) that competitions for unilingual positions will continue to be open to unilingual or bilingual candidates who meet the language requirements of the job;

(6) that unilingual incumbents of bilingual positions may elect to become bilingual and undertake language training, or transfer to another job having the same salary maximum, or, if they were to decline such a transfer, to remain in their positions even though the posts have been designated as bilingual;

(7) that employees who, as of April 6, 1966, had at least ten years of continuous service and who, since that date, have been employed continuously in the federal Public Service, will be entitled to apply for any job that has been identified for future designation as bilingual without having to indicate their willingness to become bilingual;

(8) that unilingual French-speaking and English-speaking persons from outside the Public Service who are willing to become bilingual may apply for bilingual positions open to public competition;

(9) that language training, at public expense, will be provided to unilingual public servants as well as to persons who are appointed to the Public Service to bilingual positions;

DO FURTHER APPROVE the Government of Canada, and in particular, the Treasury Board and the Public Service Commission, taking the measures required to give effect to the aforementioned Principles; and

- (ii) DO FURTHER APPROVE the taking of measures, after consultation with employee representatives, designed to produce a greater use of the French language at all levels in the Public Service, through increasing, where practical, the number of French Language Units, through further recruitment efforts by the Public Service Commission, through training programs offered in the French Language and by developing proposals, in conjunction with the Governments of the Provinces of Ontario and Quebec, to enhance the bilingual character of the National Capital region, thus helping to realize the objective of achieving, within the merit principle, full participation in the Public Service by members of both the anglophone and the francophone communities.

Treasury Board Guidelines on Language Requirements

MINISTER'S MESSAGE

On the following pages you will find the complete texts of the circular (1973-88) which the Treasury Board has issued to departments dealing with the identification of the language requirements of all positions in the Public Service, as well as the Public Service Commission's policy on the staffing of bilingual positions.

These guidelines have been developed in consultation with departments and agencies as well as with bargaining agents. The National Joint Council, which serves as a forum for discussion between the Government, as employer, and representatives of the bargaining agents, has reviewed the guidelines and expressed its support for them.

It has been my experience that public servants, by and large, have supported the objectives of the Government's Official Languages policy. However, until the how, where and when details of this policy had been worked out, some were concerned as to how the implementation of the policy would affect them as individuals and what particular provisions would be made for unilingual public servants who occupy or wish to compete for bilingual positions. I am confident that public servants, and Canadians generally, will find the answers in this publication. I hope that you will take the time to read them carefully.

C.M. Drury
President of the
Treasury Board

INTRODUCTION

1. The Government's official languages policy for the Public Service is based on the requirements of the Official Languages Act which entered into force on September 9, 1969; on Prime Minister Pearson's statement on bilingualism in 1966; on the constitutional paper, *Federalism for the Future*, published in 1968; on Prime Minister Trudeau's statement in 1970, relating to Book 3 of the Report of the Royal Commission on Bilingualism and Biculturalism; on the Government's statement of September 14, 1970, relating to the establishment of French Language Units; and on the management objectives for bilingualism announced by the Government in 1971.
2. On December 14, 1972, the President of the Treasury Board made a statement which brought together and elaborated on these policies by announcing certain principles which would govern the continuing determination of the language requirements of positions, and set out new provisions to enable public servants and citizens to apply for bilingual positions.

3. In summary, the Government's official languages policies are based upon the proposition that the rights of English-speaking Canadians to communicate in English and the rights of French-speaking Canadians to communicate in French must be respected. It follows that, as a general policy, the citizen ought to be able to deal with the Government of Canada in his own language and the citizen ought to be able to work for his Government in his own language.

IDENTIFICATION OF BILINGUAL POSITIONS

4. To accomplish the Government's official language policies, departments and agencies will be required; first, to identify bilingual positions according to the criteria described under 4 (A) and/or 4 (B); second, to set the effective date of designation of those positions.

(A) Service to the public in the two official languages

Members of the public should be able to receive services from, and to communicate with, their federal government in either English or French, whichever is the official language of their choice. This means that in English-speaking areas the Public Service must provide services to the public in English; in French-speaking areas the Public Service must provide services to the public in French; and in areas where both official languages are used, the Public Service must provide services to the public in either English or French, at the choice of the public.

Sections 9 and 10 of the Official Languages Act require every government department and agency to ensure that members of the public can obtain services from and communicate with them in both official languages. To provide these services certain positions will have to be identified as bilingual:

- (i) in the National Capital Region;
- (ii) in Bilingual Districts where proclaimed;

- (iii) in head offices or central offices in Canada, if outside the National Capital Region;
- (iv) at locations where there is a significant demand and to the extent that it is feasible to provide services in both official languages;
- (v) at offices, locations or facilities where services are provided or made available to the travelling public except where the demand is not significant or so irregular as not to warrant service in both official languages;
- (vi) at offices, locations or facilities outside Canada.

When services to the public are to be provided in both languages by groups or employees whose work is interchangeable, only a portion of the positions in the group will need to be identified as bilingual, as long as services are effectively provided in both languages.

(B) Use of the two official languages for the operations of the Public Service

Public Servants who work for the Government of Canada should be able, as a general rule, to work in the official language of their choice. This equality of opportunity entails that within French-speaking areas of Canada supervision and internal services will be available in French, just as they are in English within English-speaking areas; without thereby requiring such supervision and services to be provided in both

languages. Equality of opportunity also requires supervision of employees and central services to be available to them, in both official languages in certain other parts of Canada. The areas where such supervision and services are capable of being provided in both official languages will include the National Capital Region, and other areas where both official languages are in relatively common use, both in Government offices and in the surrounding community. Given today's geographic distribution of English and French-speaking Canadians, these areas would at present include parts of Montreal, certain other parts of Quebec, parts of Eastern and Northern Ontario, and parts of Northern and Eastern New Brunswick.

For the internal operations of the Public Service, departments and agencies will identify as bilingual certain positions. However, excluded from this requirement are:

- (i) supervisory positions in French Language Units;
- (ii) situations where there is a direct reporting relationship between one officer and one support employee, in which case the language of work will be that of the officer. Such situations exist between officers and secretarial staff, and between officers in the professional and scientific category and their technical support staff. However, where the officer's position is a step in the grievance procedure, other arrangements must be made to ensure that grievances
- are processed in the official language of the grievor.
- The positions that will be identified as bilingual will include:
- (iii) positions in the geographic areas mentioned in 4 (B) which involve the direct supervision of positions which are occupied or may be occupied by both English and French-speaking employees including:
 - (a) all positions classified in the Executive Category;
 - (b) positions required to process grievances under the Public Service Staff Relations Act and classification grievances;
 - (iv) positions required in the geographic areas mentioned in 4(B) to provide internal services such as personnel, training, administrative, financial, information and library services;
 - (v) positions required in the geographic areas mentioned in 4(B) to provide other departments with central services such as staffing, training, translation and consulting services;
 - (vi) positions required to communicate in French with French Language Units, and in English elsewhere;
 - (vii) positions required in head or

principal offices outside the geographic areas mentioned in 4(B);

- (a) to provide central services to offices within these geographic areas or to other offices that include persons occupying positions where English is essential and others where French is essential;
- (b) to process grievances, including classification grievances;
- (c) to supervise persons, some occupying positions where English is essential and others where French is essential.

Where internal services are provided to federal employees in both languages and where the work is interchangeable, only a portion of the positions providing the services will need to be identified as bilingual.

IDENTIFICATION AND DESIGNATION PROCEDURES

5. Departments and agencies are expected to complete by December 31, 1973, the identification of those positions which, under the criteria 4(A) and/or 4(B) above, require the knowledge and use of both French and English.

6. The obligation to meet the language knowledge requirements will be suspended until the date of designation has become effective for the following positions:

- (i) those occupied at the time of the identification of the position as bilingual by unilingual employees who wish to remain unilingual or who are unsuccessful in becoming bilingual;
- (ii) those won in competitions by long-service employees (see paragraph 21) who wish to remain unilingual or who are unsuccessful in becoming bilingual.

7. The obligation to meet the language knowledge requirements will also be suspended until employees occupying positions identified as bilingual, under a conditional appointment, have completed their language training. However, this obligation will not be suspended for positions identified by a department or agency as requiring the knowledge and use of both French and English in order to satisfy the requirements of the Official Languages Act. This means that if such positions are occupied by unilingual employees, departments concerned will be required to make administrative arrangements to meet the language requirements of the positions.

8. Subject to the conditions which follow, departments and agencies are expected to establish by December 31, 1973, a plan indicating the effective date of designation of positions as bilingual — that is to say, establish the dates within the five-year period ending December 31, 1978, by which they must be occupied by bilingual employees. However, if such positions are occupied by unilingual employees, by virtue of the provisions of these guidelines related to unilingual incum-

bents, long-service employees and conditional appointees, administrative arrangements will be made to satisfy the language requirements of these positions. If, during this five-year period, it becomes apparent that the language requirements of certain groups or classes of positions, or portions thereof, cannot be met by December 31, 1978, departments and agencies may apply to the Treasury Board for consideration of an extension from some of the provisions of these guidelines.

9. After the department has established the language requirements of positions, the lists of the positions will be reviewed by the Treasury Board Secretariat. Employees will then be formally advised in writing by their departments of the language requirements of their positions. After this has been done, departments and agencies will provide the lists of positions identified as bilingual to the representatives of appropriate bargaining agents at least one month before their posting for the general information of employees. The views of the bargaining agents will be taken into account.

10. The effective date of designation of bilingual positions within the five-year period ending December 31, 1978, will then be determined. At least one year's formal notice will be given to incumbents of the date that particular positions are to be occupied by bilingual employees in order to give unilingual incumbents in these positions an opportunity to become bilingual. The lists of identified bilingual positions, together with their effective date of designation, will then be posted by each department or agency on April 1, 1974.

The lists will then be updated every six months thereafter, indicating the identified positions where the language requirements have been met, and other positions that have been identified as bilingual, together with their effective date of designation. Each updated list will be reviewed by the Treasury Board Secretariat and will be provided by departments and agencies to appropriate bargaining agents. The same procedure with the same time interval as provided above must be maintained between posting of the lists and the effective date of designation.

11. In the process of identifying positions as bilingual, under criteria 4(A) and/or 4(B) above, or in setting the effective date of designation, the following will apply:

- (a) The effective date of designation of positions identified as bilingual will be immediate, if and when occupied by bilingual incumbents who meet the language knowledge requirements of the position unless otherwise authorized by the Treasury Board.
- (b) Positions that have been previously filled through a selection process where knowledge of both official languages was required, will be considered to be designated as bilingual as long as the criteria in paragraph 4(A) and/or 4(B) continue to apply and the position is occupied by an incumbent who meets the language requirements of the position.
- (c) The effective date of designation of newly created vacant positions which fall under criteria in paragraphs 4(A) and/or 4(B) above will be immediate. Representatives of the appropriate bargaining agents

will be advised of these new positions before the staffing process commences.

- (d) Where a position established in the past as requiring either English as essential or French as essential becomes vacant, it will be identified as bilingual immediately provided the criteria in paragraphs 4(A) and/or 4(B) apply. In such cases, representatives of the appropriate bargaining agents will be given an opportunity to review the change before the staffing process commences. Any exception to the immediate identification of such positions must be approved by the Treasury Board.
- (e) Once a position has been identified as bilingual and approved as such, no change can be made without prior approval of the Treasury Board.
- (f) Special arrangements will be made for departments with operations abroad.

12. Finally, in identifying positions as bilingual, it should be recognized that different levels of bilingualism will be required for different positions. In some positions, for example, it will mean only an ability to deal with simple and straightforward questions in the two official languages; in others, it will mean an ability to understand the other language well, but speak it only passably well; in others, it will mean an ability to speak, understand and write both official languages as commonly used; in still others — probably very few — it will mean a greater capacity to speak and understand both common and technical languages. The Public Service Commission, in consultation with departments, will determine the level of language

knowledge required for individual positions.

IDENTIFICATION OF UNILINGUAL POSITIONS

13. The second part of the process of determining the language requirements of positions is the identification of those positions where English is essential, those where French is essential and those where either English or French may be used.

(A) Positions for which French is essential

Except for positions identified as bilingual, the knowledge and use of French will be essential for positions:

- (i) in French language units; and
- (ii) serving the French-speaking members of the public or supervising or providing internal services only to employees occupying positions identified as French essential
- (iii) where required by an appropriate licencing authority.

(B) Positions for which English is essential

Except for positions identified as bilingual, the knowledge and use of English will be essential for positions:

- (i) serving English-speaking members of the public or supervising or providing internal services only to employees occupying positions identified as English essential.
- (ii) where required by an appropriate licencing authority.

(C) Positions where either English or French may be used

Except where a position has been identified as bilingual, as English essential or as French essential, positions may be identified in the geographic areas mentioned in paragraph 4(B) or in locations outside Canada, as requiring the knowledge and use of either English or French provided that:

- (i) the supervisor's position has been identified as bilingual;
- (ii) the position is not in a French language unit; and
- (iii) the work can be performed equally effectively in either official language.

LANGUAGE KNOWLEDGE AS AN ELEMENT OF MERIT

14. As required by the Public Service Employment Act, the knowledge and use of English and French is one of the elements of merit in the selection of candidates for bilingual positions. However, because the majority of persons in Canada have not been exposed to or have not had the opportunity to learn both official languages, the Public Service Commission has agreed to accept into competitions for bilingual positions not only those who have the knowledge of both official languages, but also those who have indicated their willingness to become bilingual. Appointment of a person to a bilingual position will be conditional until successful completion of language training to the required level of knowledge.

15. As indicated in paragraph 12 above, the level of knowledge required

in the second official language will vary between positions or groups of positions. Persons successfully passing the appropriate second language knowledge test of the Public Service Commission will be considered to be bilingual for the position to which they are appointed or to other positions requiring the same level of language knowledge. The Public Service Commission will provide those who are unsuccessful in the appropriate language knowledge test with an opportunity for a review of their ability in the second official language.

COMPETITIONS FOR BILINGUAL POSITIONS

16. Competitions for positions identified or designated as bilingual or lateral transfers to such positions will be open both to bilingual candidates and to unilingual candidates who indicate in writing their willingness to become bilingual. Unilingual candidates who in such cases are successful in terms of meeting the qualifications required other than the language requirements, will be required to undertake immediate continuous language training, for a period of up to twelve months in order to meet the language requirements of the position. In some cases persons already qualified as bilingual for one bilingual position may require a higher level of language knowledge for another position for which they are applying. In such cases, if they are the successful candidate, they will be required to undertake immediate continuous language training for the time required to meet the higher language requirements of the new position, up to a maximum of six months. Unilingual employees may, at any time, indicate in writing their willingness to become bilingual.

17. Periodically, and to ensure that their progress indicates likelihood of success, the Public Service Commission will review the progress being made by employees on language training. The Commission will provide those whom it decides are unlikely to be successful in language training with an opportunity for a review of their ability in the second language. If the Commission determines that an employee is unable to complete successfully the language training to the required level of knowledge, that employee will be entitled to an appointment, at the rate of pay received during the conditional appointment, to another position for which he or she is qualified. In the event that such a position is not available, the appointment will be to a position which has a salary maximum at least within the range of one annual increment of the position occupied prior to entering the competition for the bilingual position. If the position previously occupied was subject to performance pay, the control point rate will be considered as the maximum. Such an appointment will, if possible, be in the same geographic location.

18. The department to which the employee was appointed as a result of the competition for the bilingual position will be responsible for arranging for his or her re-appointment. However, if no vacant positions are available within that department and the Public Service Commission verifies that the employee cannot be appointed to a position in another department, the Treasury Board will allocate to the department an additional man-year and funds to provide the employee with a position until he or she can be appointed to an established position.

COMPETITION FOR UNILINGUAL POSITIONS

19. Competitions for unilingual positions and lateral transfers to such positions will, of course, continue to be open to unilingual or bilingual candidates who meet the language requirements of the position at the time the selection process takes place.

UNILINGUAL INCUMBENTS OF BILINGUAL POSITIONS

20. Unilingual incumbents of positions identified as bilingual will be given the opportunity of taking up to twelve months in language training to enable them to become bilingual. If they choose not to become bilingual, or are unsuccessful in their efforts to do so, they will be offered a transfer to a unilingual position which has a salary maximum at least within the range of one annual increment of the position previously occupied. If they decline a transfer, they will be entitled to remain in their position, even though the position has been designated as bilingual. Where, under the above circumstances, a unilingual employee occupies a position designated as bilingual, the department concerned will be required to make alternative administrative arrangements to meet the language requirements of the position. The Treasury Board will provide the necessary funds and man-years to give effect to these arrangements.

LONG-SERVICE EMPLOYEES

21. Long-service employees will have open to them careers in unilingual positions and in bilingual positions if

they elect to become bilingual. However, if they decide to remain unilingual, and, if they have had ten years' continuous service as of April 6, 1966 (the date of Prime Minister Pearson's announcement concerning bilingualism) and since that date have been employed continuously in the federal Public Service (including service in the Canadian Armed Forces and the RCMP) they will be entitled to apply for any position which has been identified as bilingual, but for which the date of designation has not yet become effective.

NEW ENTRANTS TO THE PUBLIC SERVICE

22. The Public Service Commission has agreed that unilingual persons outside the Public Service may apply for any bilingual position open to public competitions, provided they have indicated their willingness to become bilingual. Unilingual candidates who are successful in terms of the qualifications required other than bilingualism and who have indicated in writing their willingness and demonstrated to the Public Service Commission their likely capacity to become bilingual, will be sent immediately on continuous language training for a period of up to twelve months in order to meet the language requirements of the position. If they are not successful in completing their language training, as determined by the Public Service Commission, they will be entitled to an appointment to another position for which they are qualified at their existing rate of pay, using the same procedures as in paragraph 18 above.

LANGUAGE TRAINING

23. All training in the two official languages required by public servants will be provided, at public expense, in or through the Public Service Commission Language Schools. The Public Service Commission may review the language knowledge of employees to ensure retention of language skills.

24. In providing employees with language training, first priority will be given to those who have elected to become bilingual and who are occupying positions where the date of designation will take effect in twelve months or less, and to unilinguals who have successfully competed for bilingual positions. Second priority will be given to persons who have elected to become bilingual, occupying other positions identified as bilingual where the effective date of designation will be later than twelve months. Third priority will be given to those occupying unilingual positions, who have elected to become bilingual and who have taken or who are currently taking language training and who wish to continue to do so. Fourth priority will be given to those who have indicated to their department their willingness to become bilingual, but have not yet undertaken language training.

25. If the language training of persons on a continuous program is delayed or interrupted for a significant period of time by reason of the lack of places in the language schools, or for the purpose of taking sick or compassionate leave, such persons must resume language training on a full-time basis as soon as possible and the original twelve-month

period will be extended accordingly. The Language Bureau of the Public Service Commission will report to the Treasury Board and to each department every six months all cases where this has occurred, together with the reasons for the interruption of the language training.

ADMINISTRATION

26. Departments will prepare, in consultation with the Treasury Board Secretariat, a plan outlining the measures they propose to take to implement the Government's official languages policy in the Public Service. The plan, which will be subject to approval by the Treasury Board, should indicate the additional manpower and budgetary resources required for each of the four fiscal-year periods, from April 1, 1974, to March 31, 1978, and the nine-month period from April 1, 1978, to December 31, 1978. The 1974-75 plan should be sent to the Treasury Board by December 31, 1973. For 1975-76 and subsequent years, additional funds and man-years required to implement the Government's official languages policy should be included in the annual Program Forecast submissions. Specifically, departmental plans should provide for the:

- (a) progressive scheduling into language training of those who have elected to become bilingual and for retention of their language skills in accordance with priorities outlined in paragraph 24 above;
- (b) necessary man-years for backup and replacement personnel for those taking language training;

- (c) progressive manning of bilingual positions through language training or recruitment of personnel, taking into account attrition rates; and
- (d) other operating expenditures required to support bilingualism programs.

27. In addition, to meet the above objectives and requirements, departments will send to the Treasury Board, by December 31, 1973:

- (a) lists of all positions which require bilingualism as a job-related requirement, indicating for each the information required in the official languages information form, the main elements of which include the:
 - (i) position number and departmental position title;
 - (ii) occupational group and level;
 - (iii) geographic location;
 - (iv) level of oral and written comprehension and expression required in each official language;
 - (v) linguistic knowledge of the incumbent;
 - (vi) date the position was identified as bilingual;
 - (vii) effective date of designation;
 - (viii) criteria used in paragraph 4(A) and/or 4(B) for identification;
 - (ix) bargaining agent affiliation of the incumbent, if any;
- (b) lists of all additional positions established when administrative arrangements have to be made to meet the bilingual requirements of a position, indicating for each additional position the information listed under paragraph 27(a).

28. In identifying the language requirements of unilingual positions, departments will indicate:

- (i) position number and departmental position title;
- (ii) occupational group and level;
- (iii) geographic location;
- (iv) for each position:
 - English essential
 - French essential
 - English or French may be used.

29. Administrative procedures to monitor the progressive application of these guidelines are being developed. Departments and agencies have been consulted on the standard format to be used in collecting the information outlined in paragraphs 27 and 28.

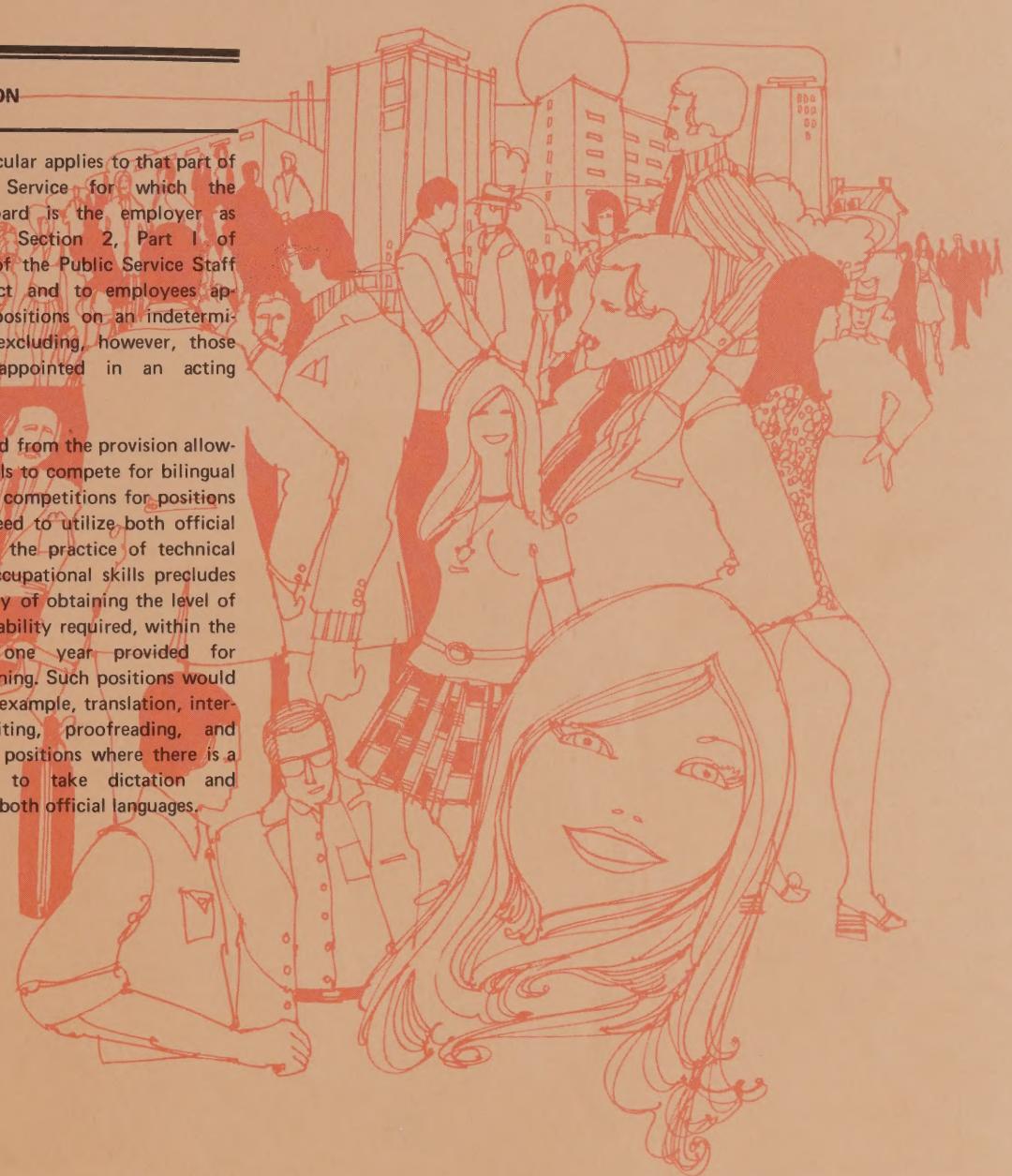
THE ROLE OF THE PUBLIC SERVICE COMMISSION

30. The Public Service Commission will continue to provide language training, to determine the level of language knowledge required of and possessed by candidates for bilingual positions, and to hear appeals against the language qualifications required in a competition.

APPLICATION

31. This circular applies to that part of the Public Service for which the Treasury Board is the employer as specified in Section 2, Part I of Schedule I of the Public Service Staff Relations Act and to employees appointed to positions on an indeterminate basis, excluding, however, those employees appointed in an acting capacity.

32. Excluded from the provision allowing unilinguals to compete for bilingual positions are competitions for positions where the need to utilize both official languages in the practice of technical and other occupational skills precludes the possibility of obtaining the level of language capability required, within the period of one year provided for language training. Such positions would include, for example, translation, interpreting, editing, proofreading, and stenographic positions where there is a requirement to take dictation and transcribe in both official languages.



Public Service Commission

Policy and Procedures in relation to the Staffing of Bilingual Positions

In February 1973, the Public Service Commission issued a bulletin outlining interim procedures for the staffing of bilingual positions in the Public Service of Canada. These procedures were designed to implement, from a staffing point of view, the Government's Official Languages Policy announced in December, 1972. As a result of the recent resolution adopted by Parliament, the Commission issued a new bulletin revising some aspects of these staffing procedures.

The new bulletin applies to positions which were previously designated as bilingual, to newly-established bilingual positions, and to vacant positions which have been identified as bilingual in accordance with the Treasury Board circular dealing with language requirements of positions.

In essence, the Public Service Commission has agreed to consider a declaration of willingness to become bilingual by a unilingual French or English speaking candidate as being sufficient to meet the initial language requirements for entry into the selection process and for subsequent conditional appointment to bilingual positions.

This means there must be a willingness on the part of a successful candidate who is unilingual to undertake immediate and continuous language training at public expense, for a period of up to

twelve months and at a location specified by the Commission. In the case of appointments from outside the Public Service of Canada, the Commission will seek evidence of the likely capacity of unilingual candidates to become bilingual.

Upon successful completion of language training, the condition attached to the appointment will be rescinded. If conditional appointees are unsuccessful in acquiring the required language knowledge, they will be appointed to other positions for which they are qualified.

The Public Service Commission has also agreed that, in the best interest of the Public Service, competitions for positions identified but not yet designated as bilingual will be open to unilingual long service employees (employed continuously in the Public Service of Canada since April 6, 1956) whether or not they submit a statement of willingness.

To that effect, the Public Service Commission, with the approval of the Governor-in-Council, will exempt long service employees and unilingual incumbents in identified and/or designated positions, from the obligation to become bilingual or to be willing to become bilingual.

Commission de la Fonction publique

Politique et procédures

de la C.F.P. cocherhacht la dorfatiorh en
personnel des postes bilinques

La Commission se réserve le droit de s'assurer que les candidats utilisés sont effectivement capables de développer les bâtiments.

La Commission publique a également accepté que, dans l'intérêt de la Fonction publique et de la fonction publique, les concours pour des postes reconnus publiques, les concours pour des postes reconnus non publiques mais non encore désignés comme tels, servent d'ouverts aux employés nulligues serviront longtemps à la Fonction publique (c'est-à-dire sans interruption depuis le 6 avril 1956) qu'ils aient ou non donné par écrit leur consentement à suivre les cours de langue.

Dans cette perspective, la Commission de la Fonction publique, avec l'approbation du Gouvernement canadien, exemptera de l'obligation de dévenir bilingues ou d'être disposés à le devenir les employés servant depuis longtemps et les titulaires n'ayant pas des postes recouvrant des bilinguages dans des emplois comme tels.

Ce bulletin s'applique aux postes de la conception, aux nouveaux postes bilingues, et aux postes vacants qui, à la suite de la circulaire du 29 octobre 1973, ont été reconnus bilingues. Tresor sur les exigences linguistiques des postes, ont été reconnus bilingues.

En revanche, dans l'un de ses bulletins la Commission de la Francophonie publie intérimaire qu'elle adoptait pour la distribution en personnel des postes bilingues à la Fonction publique du Canada. Il s'agissait d'appliquer, au niveau de la dotation en personnes, la politique gouvernementale annoncée en décembre 1972 à propos des langues officielles. Par suite de la résolution récemment adoptée par le Parlement, la Commission publie un nouveau bulletin où certains aspects de la procédure ont été révisés.

CHAMP D'APPLICATION

80. La Commission de la fonction publique continuera de dispenser la formation de fonctionnaires dans les postes bilingues et celles qui possèdent les candidats à ces postes, tout d'instaurer les appels relatifs aux concurrences linguistiques dans un concours.

fonction publique

28. Lors de l'identification des entités linguistiques des postes nulin-gunes, les ministères indiquent :

(i) le numéro et le titre ministériel du poste;

(ii) le groupe d'occupation et le niveau;

(iii) le lieu géographique;

(iv) pour chaque poste :

- français essentiel
- français ou anglais
- peut être utilisé.

29. Des procédures administratives visant à contrôler l'application progressivement de ces lignes directrices sont actuellement en cours.

(vii) la date d'établissement de la désignation;

(viii) les critères des paragraphes 4(A) et/ou 4(B) utilisés pour l'identification;

(ix) l'affiliation du titulaire à un agent négociateur, le cas échéant;

(b) les listes de tous les postes supplémentaires administratives doivent être établies pour assurer aux exté- gences bilinéaires d'un poste, y compris, pour chaque poste supplémentaire, les renseignements numéros au paragraphe 27(a).

FORMATION LANGUAGE

27. En plus, afin de répondre aux exigen-
ces et aux objectifs susmentionnés, le
Tresor pour le 31 décembre 1973:

la liste de tous les postes dont le bilinguisme constitue l'une des exigences du poste; pour chacun de ces postes, il faudra fournir les détails demandés dans le formulaire de renseignements sur les langues officielles et dont les printemps comprennent:

- (iv) Le niveau de compréhension et d'expression orales et écrites exigé dans chacune des deux langues officielles;
- (v) Le lieu géographique;

(vi) la date d'identification du poste comme bilingue;

ADMINISTRATION

ADMINISTRATION
SOCIATION MÉDIASTÉRÉO

TENSE LINGUISTICS

(a) L'inscription progressive en forme
tion linguistique de ceux qui ont
choisi de devenir bilingues et qui
desirent maintenir leur compé-
(v) la connaissance linguistique
du titulaire;
(vi) la date d'identification du
aux priorités énoncées au para-
graphhe 2A ci-dessus;

23. Toute formation linguistique requise par les fonctionnaires dans l'une ou l'autre des deux langues officielles ou pour les fonctionnaires dans l'une des deux langues officielles sera assurée, à même les fonds publics, soit par les écoles de langues de la Commission de la fonction publique, soit par leur entremise. La Commission de la fonction publique peut faire une revue des connaissances linguistiques des employés afin de s'assurer du maintien de leurs connaissances.

ties de service (Y compris leurs années dans la GRC) et qui, depuis, ont travaillé dans la fonction publique fédérale, pourront poursuivre leur carrière dans des postes unilingues, ou dans des postes bilingues plus, si ceux-ci décident de demeurer unilingues, ils auront le droit de poser leur candidature à tout poste qui a été différente bilingue, mais dont la nature n'est pas encore arrivée à échéance.

FONCTIONNAIRES NOUVELLEMENT EMBAUCHÉS

CONCOURS POUR LES POSTES
UNILINGUES
COMPRIS DANS L'EFFETCT.
19. Les concours pour les postes unilingues, et les mutations à des tels postes, concernent évidemment les ouvertures d'examens bilingues qui satisfait aux candidats unilingues ou aux candidats bilingues qui postent au moment du processus de sélection.

tee, un employé n'utilisant pas son poste de designe comme bilingue, le ministère en cause devra prendre les dispositions administratives qui s'imposent afin de répondre aux exigences linguistiques du poste. Le Conseil du Trésor fournit des sommes et les années-homme nécessaires à la mise en œuvre de ces dispositions.

CONCTIONNAIRES QUI POSSÉDENT

118. II income du ministre ou fonctionnaire a été nommé, suite au concours pour le poste bilingue, de prendre les dispositions nécessaires afin de lui assurer une nouvelle nomination. Toutefois, si il existe pas de poste vacant dans ce ministère et que la fonction publique ne peut pas être intégrable à un poste dans un autre ministère, le Conseil du Trésor accordera au ministre une anneau-home et des fonds supplémentaires pour assurer un poste à cet employé jusqu'à ce qu'il ouvrira un poste à temps plein.

Les langues officielles

du Canada dans la Fonction publique



Kesolution adoptee par le Parlement

Que la Chambre,

gouvernement du Québec, avec eux et obtenu officiellement un soutien du Canada;